



**SELBY TOWN COUNCIL
APPOINTMENT OF RESOURCE ASSISTANT (28Hrs)
RECRUITMENT HANDOUT**

1. INTRODUCTION

Thank you for responding to the Town Council's advertisement for the above post.

We hope you find the information in this Recruitment Handout interesting and helpful for you in deciding to apply. It is intended to supplement the advert, job description and person specification but does not form part of any subsequent contract of employment. The information is arranged as follows:

- Profile of the Town Council
- Role of the Resource Assistant
- Key terms and conditions of employment
- Application and selection process

We are also enclosing the following documents with the Handout: -

- Two versions of the application form (if applying by email), word and pdf
- An Equality & Diversity Form
- A GDPR Consent Form
- Job application guidance notes, to assist you in completing the application form

If you have any questions on anything in this Handout, the role, recruitment process and selection arrangements and/or just require any further information before applying, please contact: -

Tony Hargreaves, Facilities Manager at a.hargreaves@selbytowncouncil.gov.uk or call 01757 708449

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application form or attending an interview, please let us know.

2. PROFILE OF THE TOWN COUNCIL

Selby Town Council represents residents directly at Town level and can “precept” – raising a council tax each year to improve local facilities and services for the community.

Selby Town Council is currently responsible within the parish of Selby Town area for:

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- 4 play areas
- Cemetery
- Allotments
- The Town Hall
- The 1811 Building
- Arts Programme
- Noticeboards
- Street furniture
- Markets
- Some streetlights
- Christmas Lights
- Selby In Bloom

Selby Town Council also manages Selby Community Centre, Scott Road Community land and Bondgate Woodland on behalf of Selby Community Trust.

The Town Council also runs community events throughout the year including: -

- Food and Drink Festival
- Family Fun Day
- Community Bonfire and Fireworks
- Christmas Market and Light Switch On
- Farmers and Craft Markets
- Remembrance Day

The Council is made up of 18 Councillors from which a Chairman (Mayor) and Vice Chairman (Deputy Mayor) is elected at Annual Council each year in May.

The work of the Council is managed by the Town Clerk supported by administrative and maintenance staff. Further details can be found on our website –

www.selbytowncouncil.gov.uk

The Council currently employs, in addition to the Town Clerk, and this post, 11 other members of staff who are based either in the Town Hall, the 1811 Building, Cemetery or work across our various sites. All staff are expected to work as a team to deliver the Council's services to the required standard.

3. ROLE OF RESOURCE ASSISTANT (PART TIME)

The job description and person specification for this part-time post with Selby Town Council reporting to the Facilities Manager, is enclosed with this Recruitment

Handout. These set out in more detail the purpose and main duties of this role along with the key attainments, knowledge, qualities, attitudes, skills and abilities required of the successful applicant for the post.

4. KEY TERMS AND CONDITIONS OF EMPLOYMENT

General

The employment will be on a permanent basis. The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service (the "Green Book") except where varied by the Council

Salary

The salary scale for the post is set at NJC salary range 7-11 £26,403 - £28,142 (pro rata) p.a. The salary is subject to any revisions agreed nationally as a result of pay negotiations which are usually effective from 1 April.

Working hours and working week

Your normal working week will be 28 hours per week, (over 4 days) and your normal working hours will be 7.30am to 3.00pm, which includes 30 mins unpaid meal break each day. The four days of work are flexible.

It is a term of employment that you comply, whenever possible, with any reasonable requests by the Council, temporarily, to work additional hours. You are required to complete the duties and responsibilities of the post subject to normal management control and appropriate recording, which will entail the completion of a weekly time record for submission to the Town Clerk. The Council conforms to the relevant terms of the Working Time Regulations.

Annual leave

Your annual leave entitlement is 26 days pro-rata (31 days pro-rata after 5 year's local government continuous service) plus bank and public holidays and two extra statutory days.

Pension

You will be entitled to join the Local Government Pension Scheme which is a joint contributory scheme. The Town Clerk will provide details if you are appointed.

Probation

Confirmation of the appointment will be subject to the satisfactory completion of a period of probationary service of six months. During this probationary period your performance will be monitored, and you will be expected to establish your suitability for the post. Appropriate support, training or assistance will be given. Successful completion of the probationary period will be confirmed in writing.

Pay method

Salary is paid monthly by credit transfer to a bank or building society of your choice.

Work Location

The post is based at Selby Cemetery, Westfield Road, Selby, YO8 9DN, but attendance at the other locations may be required on occasions.

Expenses

A car mileage payment is payable for authorised journeys in connection with the job or approved training or other attendances.

Other terms

You will be required to operate within the Town Council's policies and procedures.

5. APPLICATION AND SELECTION PROCESS

Selection Schedule

The outline recruitment and selection timetable is as follows: -

- Application closing date Friday 13 March at 4pm
- Shortlisting Monday 16 March
- Interviews Thursday 26 March

The interviews will be held at the Town Hall, York Street, Selby, YO8 4AJ

This outline timetable for the selection process is subject to amendment to suit circumstances but if you are short listed you will be advised of any material change to this timetable.

Application and shortlisting procedure

Applications must be made by completing the Application Form provided and you should complete all sections of the form. CV's will **NOT** be accepted as an alternative to the Application Form but may be attached along with any supplementary information or documents in support of your application.

Shortlisting will be based on the information provided in your Application Form and you should therefore address in particular **the requirements of the Job Description and Person Specification for the post** and ensure your relevant experience, knowledge, skills, qualifications and personal style are clearly described to give you the best opportunity in the short-listing assessment process. Guidance notes have been provided to assist in the completion of the Application Form. If appointed, you will be required to show documentary proof of any qualifications you may claim to hold.

When completed your Application Form should be **emailed to** the Town Clerk, Gill Bell at admin@selbytowncouncil.gov.uk or **posted** and marked as: -

Private and Confidential
Town Clerk
The Town Hall, York Street, Selby, YO8 4AJ

To arrive by **Friday 13th March at 4pm.**

Selection Process

Only successful candidates will be notified of selection for interview. All applications will be considered and assessed for competence and suitability for the post and scored using a shortlisting grid.

It is expected that the interviews will take place on Thursday 26 March and will be held at the Town Hall.

References

If you are shortlisted, references may be applied for in advance of the interview unless you indicate in the Application Form that you do not give the Council permission to do so.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality and Diversity Monitoring Form and return it with your completed Application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Further Information

We hope that the information contained in the Recruitment Handout is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Handout or any aspect of the appointment or the recruitment process, please do not hesitate to contact the Facilities Manager as set out in this Handout.

SELBY TOWN COUNCIL (“the Council”)

TITLE OF ROLE: RESOURCE ASSISTANT

HOURS OF WORK: 28 HOURS PER WEEK

SALARY: SCP 7-11 (£26,403 - £28,142) Pro-rata

RESPONSIBLE TO: FACILITIES MANAGER

JOB DESCRIPTION

Purpose of post:

- To work as part of the Town Council’s Resource Team carrying out work, alone and as part of the team, at all properties and lands owned or maintained by Selby Town Council to ensure such properties are well-maintained and kept tidy and safe for members of the public and other users
- To support and assist with the Town Council’s responsibilities in its upkeep and running of the Cemetery and its related services
- To support and assist in repair and maintenance of Town Council owned property
- To assist and support, as directed by the Facilities Manager, in the care and maintenance of other land and property for which the Town Council assumes responsibility

Duties and Responsibilities:

General maintenance and repair:

- 1 To carry out general and designated tasks to assist with work in the grounds, landscaped areas, gardens, allotment areas and open spaces of all buildings and properties owned or managed by the Town Council. This includes (but not exclusively) grass cutting, hedge trimming, clearing leaves, litter, green planting and plant maintenance as well as general outside maintenance work
- 2 To regularly inspect play equipment and surrounding fences and gardens for defects or vandalism and to make any repairs that fall within the capabilities of Town Council staff and equipment
- 3 To report any damage which cannot be repaired immediately to the Line Manager or Facilities Manager and ensure that any damaged equipment is removed from use and suitable labelled or taped off
- 4 To carry out regular pruning of shrubs, weeding of beds and containers, bulb planting, path edging, weed spraying etc to ensure that plants are kept in good condition and paths and vehicle routes are safe and free from weeds.
- 5 To ensure that appropriate safety equipment and rules are followed when working with all machinery and chemicals
- 6 To follow the recommended guidelines for using all equipment including working with other members of the team where appropriate
- 7 To assist with the maintenance and upkeep of all Town Council owned or maintained property including bus shelters, public seats, litter bins, fences, hedges, memorials etc to ensure their safety and longevity

- 8 To ensure that any workwear and protective equipment provided is maintained in a safe and careful manner and to report any damage to such equipment immediately to your Line Manager
- 9 To ensure that any tools and other mechanical equipment provided to carry out the role are used safely and in accordance with the manufacturer's instructions and that any defect or damage is reported immediately to your Line Manager
- 10 To use Town Council tools and equipment in a safe manner and to clean and maintain such equipment before and after use to ensure its safety for your personal use and that of other members of the Resource Team and all Town Council staff

Cemetery duties:

- 11 To provide general assistance with all the tasks required at the Cemetery which is owned, run and maintained by the Council to ensure all services provided are of the best quality and the appearance of the Cemetery is kept to a high standard
- 12 To work as directed by your Line Manager to provide a sensitive and high-quality service in all aspects of the work involved in the burial of the dead.
- 13 To assist with grave digging by hand (where necessary) and work with the necessary safety equipment provided and ensure safe working within the team as directed by your Line Manager and laid down within the safety guidelines drawn up by the Town Council.
- 14 To carry out the tasks outlined in the General Maintenance and Repair section in this job description within the Cemetery grounds to ensure the grass, hedges, trees and planting are kept tidy and safe for all users and visitors
- 15 To deal sympathetically with all members of the public who visit the Cemetery and offer any help and assistance possible or ensure that details of who to contact at the Town Council is provided so their enquiries can be dealt with
- 16 If appropriate to assist at the graveside when burials are taking place and work with funeral directors and memorial masons to ensure the smooth running of any ceremonies taking place. Suitable training, support and appropriate clothing will be provided if necessary.
- 17 To operate powered hand tools and plant as required. Additional training will be provided if requested.

General

- 18 It is a requirement of this post that a valid and current driving licence be held and the Postholder must ensure this is not jeopardised. The postholder must be eligible for unrestricted cover under the Council's insurance policy to ensure they can drive the Council's van and other vehicles.
- 19 To attend Training courses as required by the Council to ensure your skills are kept up to date and are appropriate to carry out your role
- 20 Undertake any duties which may from time to time be reasonably required
- 21 To be responsible for your own health and safety and ensure the proper safety of all Council employees whilst at work as prescribed by health and safety legislation

SELBY TOWN COUNCIL
RESOURCE ASSISTANT
PERSON SPECIFICATION

ESSENTIAL

1. Basic literacy and numeracy
2. Ability and willingness to work within the Town Council' written policies and procedures
3. Knowledge and experience of basic ICT systems
4. Understanding and commitment to equal opportunities and diversity issues and ability to work co-operatively within a diverse and dispersed team of staff
5. Ability to relate to and deal sensitively with members of the public, other tradespersons and Councillors
6. Ability to prioritise work, meet targets and work in a busy outside environment
7. Knowledge of health and safety legislation and understanding of risk assessments and working within set guidelines
8. Willingness to learn new skills and undertake training
9. Ability to work alone and as part of a team and understanding when to ask for help
10. Driving licence including class B + E
11. Willingness to work some unsocial hours and occasional weekends

DESIRABLE

1. Previous knowledge and experience of working within local government
2. Trained and certified in the following courses:
 - a) Chainsaw maintenance, cross-cutting, basic felling up to 200 mm

- b) Powered Pole pruner (Unit 205)
- c) Safe use of Pesticides PA1
- d) Knapsack sprayers PA6

3. Qualifications required (Lantra or equivalent) – trained and certified in the following courses (or willingness to undertake training):

- a. Ride-on mowers (cylinder and rotary)
- b. Compact tractors
- c. Brushcutters/trimmers
- d. Handheld hedge trimmer
- e. Woodchippers

SELBY TOWN COUNCIL JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CV's alone are not accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

Acquaint yourself with the Application Form. If you would prefer, the form can be filled in electronically. Do not hesitate to ask for an electronic version.

Read through the Job Description and the Person Specification. The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both of these documents in order to maximise your chance of being called for interview.

Completing the Application Form

-If you are submitting a written application, please use black ink. Fill in the factual sections first of all. Provide all of the personal information that is asked for i.e. name ,address, telephone number etc.

-Applications that have been requested by e-mail **must** still be forwarded to Selby Town Council by post or by hand delivery.

-Take time to fill in the application form. Why not prepare a draft application on a separate piece of paper? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.

-Please provide as much information as possible about how you can be contacted(telephone numbers, e-address etc)

-Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.

-Your educational record should be recorded sequentially i.e. start with school and move onwards in time. If you hold any professional qualifications please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).

-Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed

-Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.

-Please tell us the earliest date when you could commence employment with the council.

-Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.

-Remember to allow enough time for your application to be delivered by post. The application states when completed forms must be returned by.

-Only hard copy applications will be considered.

Additional documentation

-Some positions with the council are such that there is a need for a Disclosure and Barring Service (DBS) check to be carried out. This may even involve seeking an enhanced disclosure. ***If this applies to the vacancy you are applying for, you will have been informed of this in the application pack that has been sent to you.***

-Please ensure you complete the GDPR Consent Form, without that consent the Council will not be able to process your application.

-Applicants are asked if they would be kind enough to complete the Equalities and Diversity Form which assists the council monitor its recruitment.

General points

-Keep your information concise and to the point

-Make a copy of your application form. You are free to refer to this in your interview.

-It is the council's practice not to inform candidates if they have not been called for interview, however if an email address is provided, unsuccessful interview candidates will be informed by this medium

-Candidates called for interview, but who have been unsuccessful, can be provided with feedback if it is requested.

We look forward to hearing from you